

**SIKKIM**



**GOVERNMENT**

**GAZETTE**

**EXTRAORDINARY  
PUBLISHED BY AUTHORITY**

**Gangtok**

**Wednesday 24<sup>th</sup> November, 2010**

**No. 657**

**GOVERNMENT OF SIKKIM  
DEPARTMENT OF PERSONNEL, ADMINISTRATIVE REFORMS, TRAINING, PUBLIC  
GRIEVANCES, CAREER OPTIONS & EMPLOYMENT SKILL DEVELOPMENT  
AND CHIEF MINISTER'S SELF EMPLOYMENT SCHEME  
GANGTOK**

**No.324/GEN/DOP**

**Dated:-19.11.2010**

**NOTIFICATION**

1. In pursuance of sub-rule (5) of rule 7 of the Sikkim Sub-ordinate (Ministerial and Executive) Service Rules, 1984, the rules for Limited Departmental Competitive Examination to be held in 2010 for preparation of panel for the post of Head Assistants and equivalent in the Grade-II of the Sikkim Sub-ordinate (Ministerial and Executive) Service are published for general information.
2. The examination will be conducted by the Promotion Committee constituted in accordance with the Schedule-II of the Sikkim Sub-ordinate (Ministerial and Executive) Service Rules, 1984 in the manner prescribed in the Appendix to these Rules. The dates on which and the place at which the Examination will be held shall be fixed by the Promotion Committee.
3. Permanent official appointed on regular basis as U.D.C. and equivalent/ Panchayat Supervisor/ Registration Clerk/ Revenue Peshkar/ Confidential Assistant (Grade-III) who as on 31/12/2010 complete not less than 4 years regular service in the Grade shall be eligible to appear at the Examination for promotion to the Grade-II.  
  
The decision of the Promotion Committee as to the eligible or otherwise of a candidate for admission to the Examination shall be final.
4. No candidate will be admitted to the Examination unless he/she holds certificate of admission from the Promotion Committee/ Department of Personnel, Adm. Reforms and Training.
5. The minimum qualifying marks in such paper of written examination shall be 30% of the total marks allotted to each paper. The Promotion Committee shall, however, call for interview and or evaluate ACRs/ Service Records of those candidates who secure minimum 40% of grand total marks allotted for written examination:
6. After the examination, candidates will be arranged by the Promotion Committee in the order of merit as disclosed by the aggregate marks finally awarded to each candidate (i.e. marks allotted on written examination and Interview/ evaluation of service records) and in that order the Promotion Committee shall recommend the candidate for inclusion in the Panel for each Grade.

NOTE : Candidates should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in each panel on the result of the examination is entirely within the competence of the Competent Authority to decide. No candidate will therefore have any claim for inclusion the panel on the basis of his performance in this examination as a matter of right.

7. The form and manner of communication of the result of the examination to individual candidate shall be decided by the Promotion Committee in their discretion and the Committee will not enter into correspondence with them regarding the result.
8. Success in the examination confers no right to selection unless the competent authority is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to his conduct in service is eligible and suitable in all respect for selection.
9. Candidates are allowed to refer Rules/ Notes and also use calculators.
10. A candidate seeking admission to the examination must apply to the Deputy Secretary, Department of Personnel, Adm. Reforms and Training, Government of Sikkim in the prescribed form of application. Specimen of the prescribed form of application is given at Appendix-II. Application on other forms other than the one prescribed for this examination will not be entertained.
11. The completed application form must reach the Department of Personnel, Adm. Reforms and Training, Government of Sikkim, Gangtok and obtained an acknowledgement on or before 31/12/2010. No application received after 3.00 P.M. of the specified date will be considered.

**BY ORDER,**

**DEPUTY SECRETARY TO THE GOVERNMENT  
DEPTT. OF PERSONNEL, ADM. REFORMS, TRAINING, PUBLIC  
GRIEVANCES, CAREER OPTIONS & EMPLOYMENT SKILL DEVELOPMENT  
AND CHIEF MINISTER'S SELF EMPLOYMENT SCHEME**

### APPENDIX-I

The examination shall be conducted according to the following scheme:-

Written examination in the subject shown, in the paragraph 2 below, Maximum marks of the written examination will be as under:-

TOTAL NOS. OF PAPERS	TOTAL MARKS
3 papers	150 marks

Part-II:-

Interview/ and /or evaluation of ACRs/ Records of service of the candidate securing minimum 40% of the Grand Total Marks in the written examination. This carries maximum marks of 25.

2. The subjects in which the candidates competing for the grade or service will be required to take the written examination will be as follows:-

PAPER	SUBJECT
1 <sup>st</sup> paper	1. Noting and Drafting
2 <sup>nd</sup> paper	1. Sikkim Government Service Rules, 1974 2. Sikkim Government Establishment Rules, 1974
3 <sup>rd</sup> paper	1. Sikkim Government Service (Leave) Rules, 1982 2. Sikkim Services (Pension) Rules, 1990

Each paper will carry a maximum of 50 marks and will be of one hour duration.

3. Syllabus for the examination will be as shown in the Schedule.
4. Candidates must write the paper in their own hand. In no circumstances they will be allowed the help of a scribe to write answer for them.

## **ANNEXURE-II**

### **HEAD ASSISTANT and EQUIVALENT LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION.**

#### **APPLICATION FORM**

#### **IMPORTANT NOTE:**

The application form duly completed must reach Deputy Secretary, Department of Personnel, Adm. Reforms & Training, Govt. of Sikkim by name, by post or by personal delivery on or before 31/12/2010.

1. Name as recorded in the Service Book (in full) :
2. Date of birth as recorded in the service book :
3. Educational Qualification :
4. Date of first appointment :
5. Name of the present post held :
6. Date of appointment/promotion to the present  
post/grade :
7. Length of service rendered in the present  
post/grade as on 31/12/2010. :
8. If you are on deputation, State
  - (a) The name of the post held on deputation  
with date :
  - (b) Name of the post and department against  
which lien is held :
  - (c) Date from which post mentioned in (b) ,  
above held :

#### **DECLARATION**

I hereby declare that all statements in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or ineligibility being detected before or after the examination, action can be taken against me by the Controlling Authority as he deems fit and proper.

I have read provisions in the Rules of this Examination published in the Notification No.324/ GEN/DOP, dated 19.11.2010 carefully and I have hereby undertaken to abide by them.

Address for  
Correspondence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Candidate

Date\_\_\_\_\_

Place\_\_\_\_\_

Present place of posting\_\_\_\_\_

**PART-II**

**(TO BE FILLED BY THE HEAD OF DEPARTMENT OR HEAD OF OFFICE IN WHICH THE CANDIDATE IS SERVING)**

1. All the entries made by Shri/Smt./Miss \_\_\_\_\_ in all the columns of the application form have been verified with reference of his/her service record and are correct.
2. There are no circumstances rendering him/her unsuitable for promotion to the post of H.A. (Grade-II), UDC & Equivalent (Grade-III) in the Sikkim Sub-Ordinate (Ministerial & Executive) Service.
3. It is also certified that no disciplinary or vigilance case is pending or contemplated against him/her.
4. He/She is permanent/regularly appointed as:-
  - a) U.D.C.
  - b) Panchayat Supervisor
  - c) Confidential Assistant
  - d) Revenue Peshkar

With effect from \_\_\_\_\_ and has been continuously employed as such.

Name and signature :  
Designation :  
Department :  
Place :  
Dated :

**\*STRIKE OUT PORTION NOT APPLICABLE.**

## **SCHEDULE**

### **SYLLABUS OF THE WRITTEN EXAMINATION**

#### **NOTE:-**

Where knowledge of the Rules, Orders, Instruction etc. is required, candidate will be expected to be conversant with amendments issued upto date of the Notification of this examination.

#### **NOTING AND DRAFTING**

Question of this paper require, candidates to prepare notes and drafts (drafts of letters, circulars, notifications, office order, memorandum etc.) on specific problems.

#### **GRADE-II i.e. FOR THE POST OF HEAD ASSISTANT:**

Sikkim Govt. Service Rules, 1974;  
Sikkim Govt. Establishment Rules, 1974;  
Sikkim Services (Pension) Rules, 1990;  
Sikkim Govt. Service (Leave) Rules, 1982;